

**Office of Research Services  
DIVISION OF INTERNATIONAL SERVICES**

**IC DATA SHEET**

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**NATIONAL INSTITUTE OF ENVIRONMENTAL HEALTH SCIENCES (NIEHS)**

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<b>KEY CONTACT:</b>	Nell Boyd Administrative Officer P.O.Box 12233 Building 101, Room A204 111 T.W. Alexander Drive Research Triangle Park, NC 27709	Tel.: 919-541-4176 Fax: 919-541-0970

**Comments:**

- NIEHS has its own appointing authority
- FedEx documents to NIEHS at least once a week
- Key Contact will send envelope with requests as needed, may contain DS-2019's for emergency travel and checks (F.O.S. should not open envelopes from NIEHS)
- Submit immigration paperwork to NIEHS Key Contact for individual's signature and collection of fees.
- Send HR and sponsor copies of letters/forms to the Key Contact directly, who will forward to them.
- Key Contact completes Visiting Foreign Scientist Data Checklist.
- NIEHS Key Contact/HR processes:
  - W8BEN
  - I-9 for Employees
  - 829-6 (Key Contact will sign and send directly to FAES) Send supply of blank forms periodically.
- Key Contact does Prevailing Wage and LCA (will send directly to H-1B coordinator)
- FPS contact for NIEHS is: Nellie Dennison  
Building 31/B1B04  
Phone: (301) 496-5635  
Fax:(301) 402-1025

NIEHS Mailing address:  
111 T.W. Alexander Dr  
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Research Triangle Park, NC 27709